

## Instructions to get an Arizona subpoena issued for a foreign case

When to use these instructions:

- ✓ You have a case in a State other than Arizona, AND
- ✓ You need a subpoena issued for a deposition within Maricopa County, AND/OR
- ✓ You need a subpoena issued for production of documents within Maricopa County.

Step 1 Prepare the following forms:

1. Foreign Subpoena (already issued by the foreign court) with the following below the “Case Number” field on the first page:  
“For issuance of an Arizona Subpoena under Ariz.R.Civ.P. 45.1”
2. Arizona Subpoena that includes:
  - a. the name of the issuing Arizona court;
  - b. the caption and case number of the out-of-state case to which it relates;
  - c. identifies the foreign jurisdiction and court where the case is pending, before the “Case Number” field;
  - d. incorporates the discovery requested in the foreign subpoena;
  - e. contains or is accompanied by the names, addresses, telephone numbers, and email addresses of all counsel of record in the proceeding to which the subpoena relates and of any party not represented by counsel;
  - f. be in the form required by Rule 45(a)(1) of the Arizona Rules of Civil Procedure (“ARCP”); and
  - g. complies with ARCP Rule 45’s other requirements.
3. Any other pleadings required under the law of the foreign jurisdiction. Please provide information regarding the law of the foreign jurisdiction that is applicable.

Step 2 Present the forms to the Clerk of Superior Court and pay the issuance fee.

Current fees can be found here: <https://www.clerkofcourt.maricopa.gov/services/filings/filing-fees>. The Clerk accepts cash, Visa/MasterCard/American Express credit cards, money order, or business check made payable to the “Clerk of Superior Court.”

- The court is open from 8:00 a.m. - 5:00 p.m., Monday-Friday.
- Go to the court at least two hours before closing. You may bring your forms to any of the following locations:

Central Court Building  
201 W. Jefferson, 1st floor  
Phoenix, Arizona 85003

Southeast Court Facility  
222 E. Javelina Avenue, 1st floor  
Mesa, Arizona 85210

Northwest Court Facility  
14264 W. Tierra Buena Lane  
Surprise, Arizona 85374

Northeast Regional Court Center  
18380 N. 40<sup>th</sup> Street  
Phoenix, Arizona 85032

- You may mail your documents along with the issuance fee and a self-addressed, stamped envelope for return, to:

Clerk of Superior Court  
File Counter  
201 W. Jefferson Street  
Phoenix, Arizona 85003

Important Notes:

- A request for an ARCP Rule 45.1 subpoena does not constitute an appearance in an Arizona court.
- The office of the Clerk of Superior Court is not responsible for the service of subpoenas. A subpoena issued as provided in ARCP Rule 45.1(b) must be served in compliance with ARCP Rule 45(d).
- To obtain a subpoena under ARCP Rule 45.1, a party must present a foreign subpoena to the clerk in the county where the discovery will be conducted.